

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

Agenda

Resource Management and Climate Protection Committee (RMCP)

Date: Friday, January 13, 2012

Time: 3:00 to 5:00 p.m.

Location: San Carlos Library, 620 Elm Street – Upstairs Conference Room B
San Carlos, California

1. Introductions
2. Public Comment
3. Approval of Minutes from November 2012
(Susan Wright) Action
4. Current Roster and Open Seats on the RMCP Committee
(Kim Springer) Direction
5. Update on San Mateo County Energy Watch Program for the 2010-2012 Program Cycle
(Kim Springer, Susan Wright) Information
6. Update on the San Mateo County Energy Watch Program for the 2013-2014 Contract Transition
Period (Kim Springer, Susan Wright) Information
7. Presentation on the ABAG – County of San Mateo, Regional Energy Network Program
(Danielle Lee, County of San Mateo, CMO) Information
8. Update on Regionally Integrated Climate Action Planning Suite (RICAPS)
(Kim Springer, Susan Wright) Information
9. Update on the San Mateo County Green Business Program
(Kim Springer) Direction
10. Committee Member Updates
11. Next Regular Meeting Date: February 8, 2013

PUBLIC NOTICING: All notices of C/CAG Board and Committee meetings are posted at:
San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

RESOURCE MANAGEMENT AND CLIMATE PROTECTION TASK FORCE
Minutes from the 9-14-12 Meeting

In attendance:

Michael Barber, Supervisor Pine's office
Bob Cormia, Foothill De Anza Community College
Noelle Bell-Copley, Ecology Action
Maryann Moise Derwin, Committee Vice Chair, Portola Valley Town Council*
Napallo Gomez-Somer, PG&E
Pedro Gonzalez, South San Francisco City Council*
Deborah Gordon, Committee Chair, Woodside Town Council*
Adrienne Etherton, Sustainable San Mateo County
Kathy Lavezzo, PG&E
Rachel Massaro, Joint Venture
Richard Napier, C/CAG
Barbara Pierce, Redwood City Council*
Dave Pine, San Mateo County Board of Supervisors*
Diane Reyes, PG&E
Sepi Richardson, Brisbane City Council*
Kim Springer, San Mateo County RecycleWorks (staff)
Sandy Wong, C/CAG
Susan Wright, San Mateo County RecycleWorks (staff)

Not in attendance:

Jim Cogan, PG&E
Jorge Jaramillo, San Mateo County Hispanic Chamber of Commerce
Nicole Sandkulla, BAWSCA
Eric Sevim, A+ Japanese Auto Repair
Lauren Swezey, Facebook
*=Voting member

1) Introductions

Attendees introduced themselves and their organizations.

2) Public Comment

Kathy Lavezzo was asked about the replacement of gas transmission lines on Sand Hill Road, as it is causing traffic back-ups.

3) Approval of Minutes

Minutes from the June 2012 meeting were approved.

4) Presentation on the Joint Venture Silicon Valley, Joint Solar Purchase Program (Rachel

PUBLIC NOTICING: All notices of C/CAG Board and Committee meetings are posted at:
San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

Massaro - JVSU)

Rachel Massaro gave a presentation about the two rounds of group solar procurements. Her presentation is attached. In response to questions, the following information was provided:

- In the first round, multiple vendors were selected to spread out the work. Sun Power, Borrego, and Ecoplexis all did work
- Participating in this effort saved an estimated 8%.
- Joint Venture published a guidebook of best practices in collaboration with the World Resources Institute.
- The current effort is bundling projects by size, type, and geography.
- Several sites did a direct purchase in the first wave. The second wave includes different finance options.
- Energy efficiency measures are recommended to be done before solar, but it's not required.
- An idea for the future would be to do group procurement of energy management systems (EMS).
- Menlo Park, Redwood City, and the County of San Mateo are participating in the second wave.
- If agencies would like to join in the second wave, their solar site assessments need to be completed within five weeks. An RFP will go out in December or January.
- There are currently no plans for a third round, but there could be if a lead agency stepped forward.

5) Presentation on Renewed Efforts to Address Energy Efficiency in the Schools Sector in San Mateo County (Kim Springer, Napallo Gomez-Somer – PG&E)

Napallo Gomez-Somer gave a presentation about PG&E's school programs. His presentation is attached. In addition, the following information was shared:

- Schools around the county have a huge opportunity to save money through energy efficiency.
- PG&E's Savings by Design program provides incentives on new construction that goes 10% above Title 24.
- San Mateo County Energy Watch (SMCEW) has met with the Facilities Director of the San Mateo County Office of Education and is planning to benchmark all of the schools. The Office of Education has no oversight over the 23 districts. We could do a pilot with one district (Ravenswood?) and find out which other districts are motivated. Susan Wright met with the Alameda County Office of Education to learn about the innovative energy efficiency program they're doing.
- Sepi Richardson works with schools. She recommended selling the idea of energy efficiency at the highest level – educate board members and staff. The County Office of Education meets monthly. There are two parts: business and instruction.
- Deborah Gordon suggested include school foundations in outreach about energy efficiency.
- Bob Cormia said Foothill College did an analysis of energy intensity per square foot, per student. The Office of Education could get data for each school. When Foothill College installed an energy management system, there was a 25% drop in energy consumption in 15 days.
- There could be a partnership with the Stanford Precourt Institute. They could host a workshop for school districts at Stanford.
- Pedro Gonzalez said that South San Francisco did a bond measure for \$160 million to put

PUBLIC NOTICING: All notices of C/CAG Board and Committee meetings are posted at: San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

- solar on 10 schools, parking lots, and playgrounds.
- Gerald Schwartz, RecycleWorks staff, is working on the Green Star Schools program. He suggests getting resource conservation adopted at the policy level.

6) Update on SB 843, Distributed Generation Legislation Currently in Assembly Committee (Kim Springer)

Kim Springer explained that this bill has died, but it may come back later.

7) Update on San Mateo County Energy Watch Program and Discussions with PG&E for the 2013-2014 Contract Transition Period (Kim Springer, Susan Wright)

Susan Wright's presentation is attached. In response, the following ideas were shared:

- Sepi Richardson said that SMCEW's accomplishments and best practices should be listed on C/CAG's website.
- SMCEW's success with comprehensive energy recommendations should be presented to the CMEQ committee and city managers.
- SMCEW should calculate the amount of kwh and therms reduced per \$1 spent.

8) Update on Regionally Integrated Climate Action Planning Suite (RICAPS) Progress

Kim Springer explained that cities are continuing to work on their climate action plans. There is now a forecasting tool posted on the SMCEW website.

http://www.smcenergywatch.com/countywide_climate_action.shtml

9) Committee Member Updates

There were no updates.

10) Next Regular Meeting Date: Friday, October 12 3-5pm (This was cancelled.)

C/CAG AGENDA REPORT

Date: January 11, 2013
To: Resource Management and Climate Protection Committee
From: Kim Springer, County Staff
Subject: Current Roster and Open Seats on the RMCP Committee
(For further information contact Kim Springer at 599-1412)

RECOMMENDATION

Review and give direction on the current roster and open seat on the RMCP Committee.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

Sepi Richardson, who held one of the six elected official seats on the RMCP Committee announced her retirement at the end of calendar year 2012, leaving this seat vacant. The committee may want to consider recruitment to refill this seat.

Staff also thought it would be helpful to review the roster, since it has not been discussed for more than a year, to consider the responsibilities of the committee and consider any additional changes worth discussion at this time.

ATTACHMENT

Current RMCP Roster

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough •
Menlo Park • Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South
San Francisco • Woodside*

| Resource Management and Climate Protection Committee (January 2013) | |
|---|---|
| Elected Officials (6) | |
| Deborah Gordon – Committee Chair Former Mayor/Councilwoman Woodside dcgordon@stanford.edu Work (650) 725-6501 | Dave Pine Supervisor County of San Mateo dpine@co.sanmateo.ca.us Work (650) 363-4571 |
| Barbara Pierce Former Mayor/Councilwoman Redwood City barbara@barbarapierce.org Cell (650) 208-9828 Home (650) 368-6246 | Vacant |
| Maryann Moise Derwin – Vice-Chair Former Mayor/Councilwoman Portola Valley mderwin@portolavalley.net Home (650) 851-8074 Cell (650) 279-7251 | Pedro Gonzalez Former Mayor, Councilman, S.San Francisco pedro.gonzalez@ssf.net Work (650) 877-8500 |
| <u>Stakeholder Representatives (7)</u> | |
| <u>Energy</u> | Noelle Bell Assistant Program Manager, Energy Group Ecology Action nbelle@ecoact.org (831)818-3180 |
| <u>Water</u> | Nicole Sandkulla, P.E. Senior Water Resources Engineer BAWSCA nsandkulla@bawsca.org (650) 349-3000 |
| <u>Utility</u> | Kathy Lavezzo Account Manager PG&E KOL1@pge.com (650) 598-7267 cell (650) 279-3864 |

| Resource Management and Climate Protection Committee (January 2013) | |
|---|---|
| <u>Nonprofit</u> | Robert Cormia Professor, Foothill - De Anza Community College rdcormia@earthlink.net (650)747-1588 |
| <u>Large Business</u> | Lauren Bonar Swezey LEED® GA Facebook Facilities lauren.swezey@fb.com (650)521-4886 |
| <u>Small Business</u> | Eric Sevim Shop Manager A+ Japanese Auto Repair, Inc. apluseric@gmail.com (650) 595-CARS |
| <u>Chamber of Commerce</u> | Jorge Jaramillo President SMC Hispanic Chamber of Commerce smchcc@gmail.com (650)245-6902 |

| <u>RMCP Committee Staff (4)</u> | |
|--|--|
| <u>C/CAG:</u> | Sandy Wong Executive Director rnapier@co.sanmateo.ca.us (650) 599-1420 |
| <u>County of San Mateo, RecycleWorks:</u> | Kim Springer Resource Conservation Programs Mgr. kspringer@co.sanmateo.ca.us (650) 599-1412 |
| | Susan Wright Resource Conservation Specialist SMCEW Program Coordinator swright@co.sanmateo.ca.us (650)599-1403 |
| | Samir Dhebar AmeriCorp Member wklien@co.sanmateo.ca.us (650) 599-1480 |

C/CAG AGENDA REPORT

Date: January 11, 2013
To: Resource Management and Climate Protection Committee
From: Kim Springer and Susan Wright, County Staff to C/CAG
Subject: Update on San Mateo County Energy Watch Program for the 2010-2012 Program Cycle
(For further information contact Kim Springer at 650-599-1412 or Susan Wright at 650-599-1403.)

RECOMMENDATION

Receive an informational update on the San Mateo County Energy Watch Program for the 2010-2012 program cycle.

FISCAL IMPACT

All SMCEW program staff costs and expenses are paid for by funding under the C/CAG – PG&E LGP agreement.

BACKGROUND/DISCUSSION

San Mateo County Energy Watch is a local government partnership between the City and County Association of Governments of San Mateo County (C/CAG) and Pacific Gas and Electric Company (PG&E). This program is managed and staffed by RecycleWorks, a program of the County of San Mateo. Other program partners include Ecology Action and El Concilio. The three-year program cycle ran from January 1, 2010 through December 31, 2012.

San Mateo County Energy Watch accomplishes energy savings in the municipal, non-profit and residential program sectors. SMCEW's municipal program has completed energy audits and/or energy-efficiency projects in nearly all the cities and other public agencies in San Mateo County, including Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, SamTrans, South Bayside Waste Management Authority, South San Francisco, Woodside and the County of San Mateo. Additionally, SMCEW has completed projects for a variety of non-profit organizations, including food closets, home owners associations, and numerous congregations.

Energy Savings Results

Looking at the three-year program cycle as a whole, as of November 2012, preliminary estimates indicate that the SMCEW program has surpassed its energy savings goals for kilowatt hours (goal: 9.9 million kWh; achieved: 10.6 million kWh) and peak kilowatts (goal: 1,510 kW; achieved: 1,555 kW). The program's "pipeline" is approximately 1.4 million kWh and 50 kW. Although some energy savings may still be realized in December 2012, most of these projects will be completed in the 2013-2014 program cycle.

The program will not reach its goal of -33,000 Therms. As of November 2012, the program has reached -82,659 Therms. (These numbers are negative because of “interactive effects.” When energy efficient lighting replaces conventional lighting it doesn’t emit as much heat, so theoretically an indoor space would need to be heated to make up for the lost heat.) SMCEW was on track to meet this goal, but two larger HVAC projects didn’t come through as anticipated by the end of 2012. In addition, the kWh and kW achieved over the electricity goal actually made it more difficult to achieve the Therms goal.

PG&E is not concerned about our not reaching our Therms goal for the following reasons:

- PG&E had already reached its Therms goal for their entire portfolio back in August, 2012.
- There is considerable question as to whether the interactive effect of Therms is an accurate or relevant measurement. In fact, for 2013-2014, the SMCEW will no longer include a Therms goal.

The following charts are attached for your review with this staff report:

- A set of charts showing the San Mateo County Energy Watch savings verses goals for the 2010 through 2012 program cycle.
- A chart comparing kWh achieved through the direct install vs. other portions of the SMCEW program

City Progress Reports

City-by-city reports show trends in community-wide building energy use from 2005 through 2010, as well as indicate reductions in energy use via PG&E, because of energy efficiency and solar installations. The reports have been complete for several months with two exceptions: in two cities, a major customer was reclassified, making large jumps or drops in energy usage. SMCEW has been working with PG&E to resolve this issue. We should be able to post all of the reports by the end of the month.

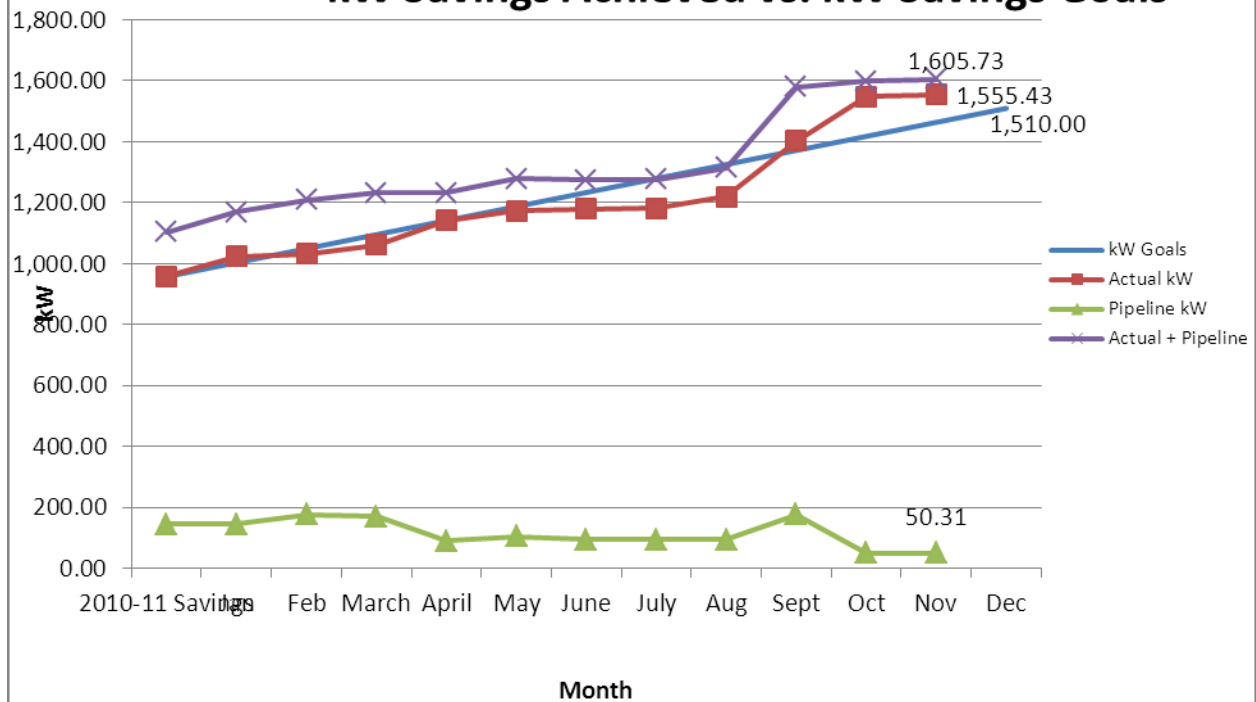
Comprehensive Energy Recommendations

SMCEW has provided engineering services and presented findings to four cities so far: Menlo Park, South San Francisco, Burlingame, and Redwood City. SMCEW will continue to follow up with these cities in 2013-2014.

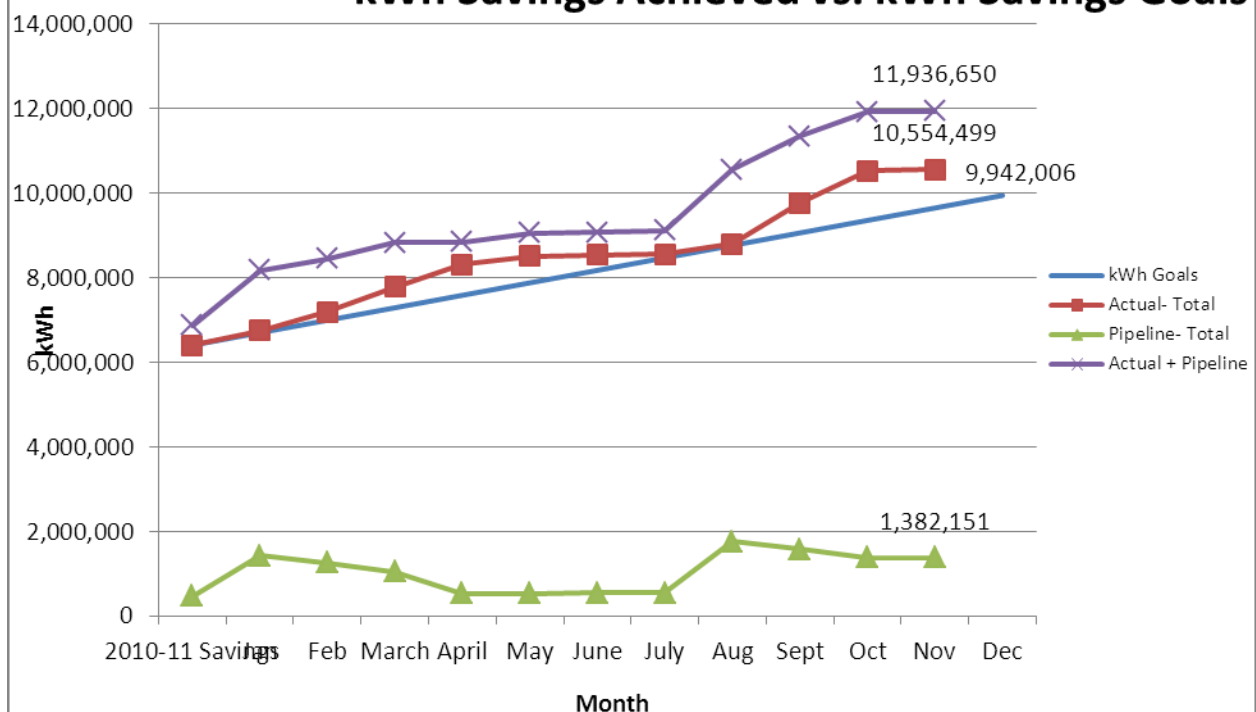
ATTACHMENT

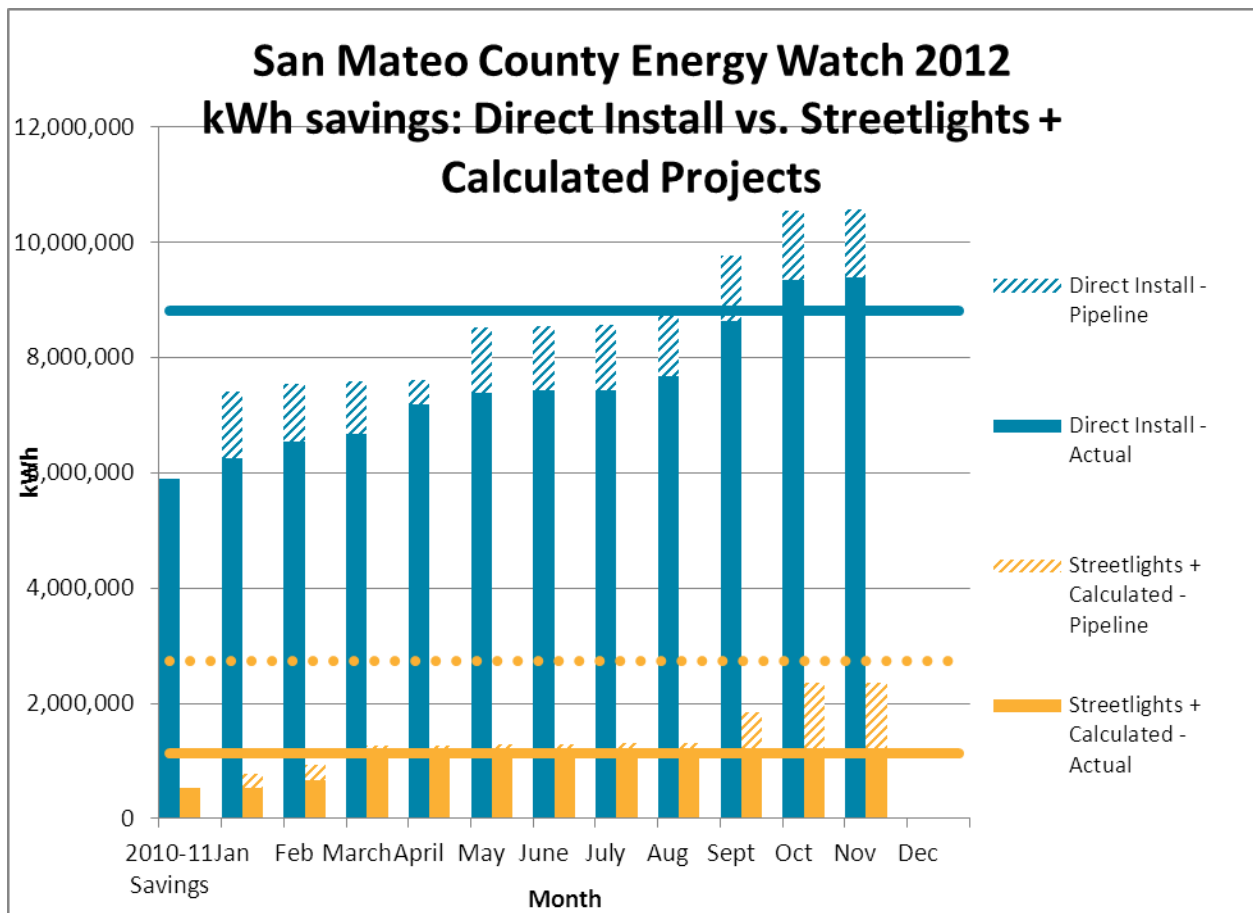
Updated: SMCEW Energy Savings Charts

San Mateo County Energy Watch 2012 kW Savings Achieved vs. kW Savings Goals

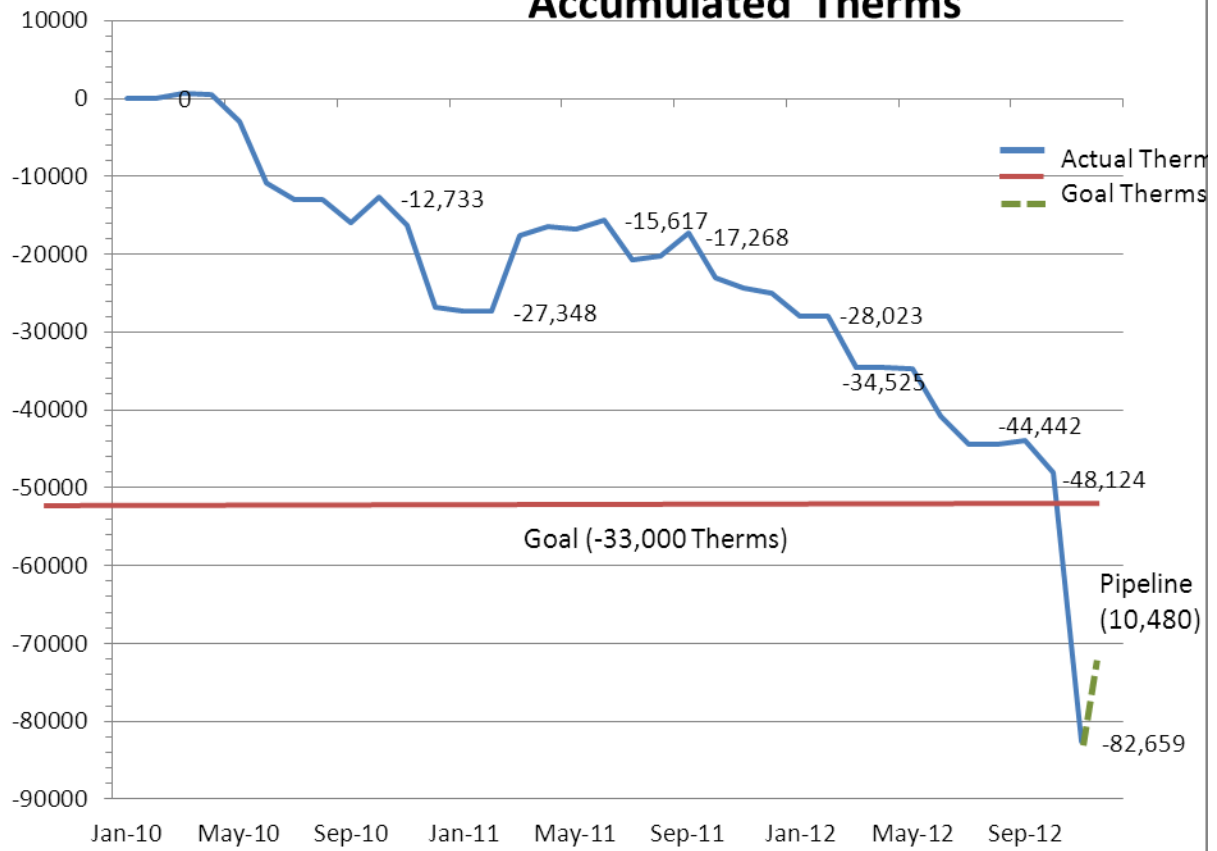


San Mateo County Energy Watch 2012 kWh Savings Achieved vs. kWh Savings Goals





San Mateo County Energy Watch 2010-2012 Accumulated Therms



C/CAG AGENDA REPORT

Date: January 11, 2013
To: Resource Management and Climate Protection Committee
From: Kim Springer and Susan Wright, County Staff to C/CAG
Subject: Update on the San Mateo County Energy Watch Program for the 2013-2014 Contract Transition Period

(For further information contact Kim Springer at 650-599-1412 or Susan Wright at 650-599-1403.)

RECOMMENDATION

Receive an informational update on the San Mateo County Energy Watch (SMCEW) Program for the 2013-2014 transition period, and provide direction on any specifics the committee believes should be addressed in the contract process.

FISCAL IMPACT

All SMCEW program staff costs and expenses are paid for by funding under the C/CAG – PG&E LGP agreement.

BACKGROUND/DISCUSSION

San Mateo County Energy Watch is a local government partnership (LGP) between the City and County Association of Governments of San Mateo County (C/CAG) and Pacific Gas and Electric Company (PG&E). This program is managed and staffed by RecycleWorks, a program of the County of San Mateo, Department of Public Works and Parks. Other program partners include Ecology Action and El Concilio. The new “transition period” program cycle runs from January 1, 2013 through December 31, 2014.

C/CAG staff, including County Counsel has negotiated amendments to the exiting General Conditions contracts, which will serve as the new General Conditions for the 2013-2014 transition period. Those amendments are focused on data security, safety, customer satisfaction, and background check requirements for staff working on the LGP contract. C/CAG also negotiated the specific condition contracts, which are the specifics of the SMCEW program energy saving goals and additional efforts to be undertaken by staff in 2013-2014.

Copies of the general and specific conditions documents will be available at the meeting.

Energy Savings Goals

The goals for energy savings in the 2013-2014 transition period are: 949 kW and 6,372,599 kWh. Of that, Ecology Action is responsible for 548 kW and 4,054,454 kWh. C/CAG staff is responsible for the remainder: 401 kW and 3,318,145 kWh.

Sectors Served

SMCEW will continue to serve municipalities, non-profits, and middle-income residential. In

addition, we will serve the following sectors:

- *Schools*. SMCEW plans to benchmark all 174 public schools in San Mateo County in order to help San Mateo County Office of Education (SMCOE) and individual school districts identify opportunities for energy savings. Benchmarking will support data-driven decision-making regarding energy efficiency upgrades at school sites, and provide justification needed in applications for grants and technical assistance. SMCEW will coordinate efforts with SMCOE's Students@Work@Schools program and County of San Mateo RecycleWorks, Green Stars Schools program to provide learning opportunities for a minimum of five groups of high school students.
- *Agriculture*. PG&E has expressed interest in having SMCEW's assistance in reaching the agricultural sector. At present, the extent of this involvement is unclear, but will evolve after a meeting with the Farm Bureau on January 9.

Comprehensive Energy Recommendations

In 2012, SMCEW completed comprehensive audits and presented bundled recommendations including financing recommendations to four cities: Menlo Park, Burlingame, South San Francisco, and Redwood City. The 2013 budget will enable SMCEW to provide engineering services to other cities in San Mateo County. SMCEW promoted this opportunity in the December email newsletter, and plans to make a presentation to the City Managers meeting.

SMCEW may also be able to pilot this service to schools and small businesses.

ATTACHMENTS: None

C/CAG AGENDA REPORT

Date: January 11, 2013
To: Resource Management and Climate Protection Committee
From: Kim Springer, County Staff
Subject: Presentation on the ABAG – County of San Mateo, Regional Energy Network
(For further information contact Kim Springer at 599-1412)

RECOMMENDATION

Receive an presentation on the ABAG – County of San Mateo, Regional Energy Network (BayREN).

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

As part of the CPUC's decisions, related to the investor owned utility, energy efficiency portfolios for 2013-2014, the CPUC established a new program called Regional Energy Networks or RENS. In the Bay Area region, ABAG is the lead agency for the new program called BayREN.

BayREN has been designed to serve consumers in the jurisdictions of local governments in the San Francisco Bay Area. Members of the BayREN include the Association of Bay Area Governments (lead), Alameda County Waste Management Agency, City and County of San Francisco, City of Suisun City (representing Solano County), County of Contra Costa, County of Marin, County of Napa, County of Santa Clara, County of San Mateo, and the Sonoma County Regional Climate Protection Authority. In San Mateo County, the liaison with BayREN is the County Manager's Office.

The CPUC approved \$26.6 million of regional funding for BayREN's energy efficiency programs, including Single-Family Retrofit (\$9 million), Multi-Family Retrofit (\$7.3 million), Codes and Standards (\$3.4 million), and Financing for Energy Efficiency Retrofits (\$6.9 million).

The County Manager's Office will be coordinating the San Mateo County portion of the BayREN with San Mateo County Energy Watch staff to ensure clear communication with cities and customers, and to avoid overlap of efforts.

ATTACHMENT

None

C/CAG AGENDA REPORT

Date: January 11, 2013
To: Resource Management and Climate Protection Committee
From: Kim Springer and Susan Wright
Subject: Update on Regionally Integrated Climate Action Planning Suite (RICAPS) Progress
(For further information, contact Kim Springer at 650-599-1412 or Susan Wright at 650-599-1403)

RECOMMENDATION

Receive an update on the Regionally Integrated Climate Action Planning Suite (RICAPS) progress.

FISCAL IMPACT

Up to \$175,000 of matching funds to grants from the BAAQMD and PG&E.

SOURCE OF FUNDS

Funding for staff work for the completion of deliverables for the BAAQMD and PG&E grants has been paid through agreements between C/CAG and the County of San Mateo in FY2010-11 and FY2011-12, and for matching funds to grants, from Congestion Relief Funds. Work will continue under similar agreements in 2013.

BACKGROUND/DISCUSSION

On November 9, 2012, staff presented a detailed update on the RICAPS project, which has been updated.

Grant Funding:

On September 16, 2010, the C/CAG Board adopted a Resolution No. 10-53, giving the Chair authority to sign Grant Agreement 2010-083 between C/CAG and the BAAQMD for \$50,000 to complete a CAP template project for the cities in San Mateo County and Cupertino. On March 10, 2011, the C/CAG Board adopted Resolution No. 11-11 for a PG&E Contract Work Authorization No. 2500458103 between C/CAG and PG&E for \$125,000.

The total grant funding for RICAPS is \$175,000, and with C/CAG's commitment to match funds, the total project budget is \$350,000. There are additional costs, currently \$100,000 for county staff support for the project. The two resolutions associated with the staff services agreements with the County of San Mateo, Department of Public Works are Resolution No.11-35 for \$25,000 with the agreement dates June 9, 2012 and Resolution No.12-08 for \$75,000 with the agreement dated February 21, 2012.

Contractor Agreements, KEMA:

There are two agreements that have been completed with DNV KEMA Energy and Sustainability (formerly KEMA Services, Inc.), with a resolution adopted by the C/CAG Board. The first agreement, with an already completed scope of work, was authorized by the C/CAG Board on November 18, 2010, Resolution No. 10-61 for \$49,500. This scope of work for this agreement covered the writing of the Climate Action Plan template Document and the List of Measures, along with measure worksheets and included a cost-benefit analysis for each measure on the list.

The second agreement was authorized by the C/CAG Board on September 8, 2011 by Resolution No. 11-51 for \$60,000 for technical support services to five cities and C/CAG for climate action plan development. An amendment to this agreement, adding \$30,000 was adopted at the November 8, 2012 meeting.

Contractor Agreement, Hara Software:

An agreement with Hara Software was authorized by the C/CAG Board under Resolution No. 11-39, for \$200,000 for licensing of their energy and emissions tracking software tool. The eventual contract was for less: approximately \$30,000 for customization and training, and \$45,000 for the annual subscription fee.

Work Completed by December 31, 2012: (items underlined are the update for this staff report)

The following portions of the project/grants have been completed:

- A Climate Action Plan (CAP) Template Document: that any city in San Mateo County (or in the world really), can use to write their climate action plan. The document includes all the elements required by the BAAQMD to satisfy CEQA requirements for a defensible CAP,
- A Menu of Measures, each with a Measure Worksheet and Cost-Benefit Analysis: the a city can use to choose measures that apply to their city. The menu allows a city to prioritize viable measures, based on cost, level of greenhouse gas emission reductions, or other factors a city might prioritize,
- A User's Manual: a set of basic instructions of how the RICAPS suite of tools works together to facilitate a completed CAP,
- A forecasting spreadsheet, customized for San Mateo County cities, that can establish a business-as-usual forecast for future emissions,
- Integration of the Hara Software tool: giving every city in San Mateo County access to a system which will eventually receive energy utility data for their city facilities on a monthly basis. The software also integrates the climate action planning measures and forecasting is also soon to be incorporated. As a city applies their measures into Hara, is automatically attached the emission reduction to the source of emissions, helping the city reach its emission reduction target.
- A presentation was made in late December to PG&E staff showing the all the tools and how they integrate into RICAPS.
- Five draft completed CAPs and one draft C/CAG Transportation CAP (TCAP) has been completed as deliverables per the PG&E grant agreement. They will be delivered to PG&E for their review once the cities authorize their release.
- The final grant reports and invoices were completed.

Current version of the RICAPS documents, measures list and user's manual, can be found on the San Mateo County Energy Watch website: www.smcenergywatch.com under the climate action tab.

Continued Work on RICAPS:

Data Integration:

Both PG&E and Hara have potential systems for integrating utility data from PG&E into the Hara tool automatically. Discussions are in process about which option is most secure, dependable and cost effective. We hope to have this resolved by the end of February 2013.

Monthly Meetings:

C/CAG staff plan to continue to hold monthly meetings with cities to help them along with the process of developing their CAPs and attendance has been approximately 22 people per meeting, representing approximately 10 cities at each meeting. DNV KEMA consulting staff attend the meetings, which also include presentations relevant to the stage of the CAP development process that cities are in.

City Participation:

Fourteen cities in San Mateo County and two cities in Santa Clara County are currently using RICAPS. The following is a list of cities and how they are participating in RICAPS:

Eleven cities are using RICAPS to develop new draft climate action plans:

- Atherton – in progress
- Belmont – in progress
- Colma – Draft Completed
- Foster City- Draft Completed
- Millbrae – Draft Completed
- Pacifica – Draft Completed
- Portola Valley – Draft Completed
- San Bruno – Draft Completed
- San Mateo – considering using RICAPS to update their existing CAP
- Woodside – in progress
- Cupertino – Draft Completed

Five cities are integrating into RICAPS online tool to track their exiting CAP:

- Burlingame
- Hillsborough
- Redwood City
- South San Francisco
- Los Altos Hills

Two additional cities planning to use RICAPS online tool but haven't started the process yet:

- Menlo Park
- San Carlos

In addition, C/CAG is in the process of developing its Countywide Transportation CAP. The CAP will include many of the existing programs that C/CAG promotes across San Mateo County. The draft list of measures under consideration are provided as an attachment to this staff report.

Outside Agency Support:

C/CAG staff continue to resolve issues related to the RICAPS model, which is unique in the State of California. The Governor's Office of Planning Research (OPR), the BAAQMD and the State Attorney General's Office, for a long time have recognized the fallacy that exists in a lot of CAPs, that cities include transportation measures, for which they have no control.

For this reason, the BAAQMD and especially the OPR, is following progress on RICAPS to see how we resolve issues related to CEQA and Tiering, the ability of future development to "tier" the GHG emissions portion of its EIR, but linking the project design to measures in a cities' CAP.

Attachments

CAP Template Project, Final Grant Report

RICAPS
Climate Action Plan Template Project
Final Report
PG&E - CWA #2500458103

I. Program Overview/Executive Summary

The Climate Action Plan Template Project (RICAPS) started as a local effort by five cities from San Mateo and Santa Clara counties. The city staff, who became the steering committee for this project and led by a consultant, began writing an outline for a standardized climate action plan document. Initial work on the CAP document was completed with grant funds from the Bay Area Air Quality Management District (BAAQMD), who provided \$50,000, with matching funds from C/CAG.

PG&E provided additional funding, \$125,000 with matching funds from C/CAG, to complete additional elements of what has become the Regionally Integrated Climate Action Planning Suite (RICAPS). Matching funds from C/CAG (and additional in-kind support), insured that PG&E dollars were focused on energy-related GHG emission reduction planning.

The RICAPS suite of documents, tools and support includes:

- a MS Word-based CAP template that creates a starting point for cities to build their final plan document and which is structured to help ensure that the final plan contains all the elements required by CEQA,
- a MS Excel-based spreadsheet-based menu of approximately 40 GHG emission reduction measures, each of which has a separate measure worksheet that includes a cost-benefit analysis, all the calculations and coefficients, steps to implementation, and a GHG emission reduction calculation that scores to a summary sheet of the all the measures,
- a MS Excel-based Forecasting tool that allows a city to set a business as usual trend, and that is based on ABAG predicted population and job numbers, with those numbers included for each city on a second sheet of the tool,
- a Software as a Service (SaaS) tool, licensed from Hara Software, Inc. that not only tracks emissions from various activities (electricity use, fuels use, solid waste disposal, etc.), but also allows cities to enter their GHG emission reduction measures and to track those measures on anything from a daily to yearly basis,
- a User's Manual to help a new user get introduced to RICAPS and various tools, how to upload data into the Hara software and where to find other information and support, and, finally,
- funded Technical Support from consultant KEMA Services, Inc. to help cities navigate through some of the more technical processes involved in developing a CAP.

a. Program Implementers:

C/CAG is the Congestion Management Agency (CMA) in San Mateo County, and is involved in various other programs related to transportation, including: energy, water, climate action, housing and airport land use.

County of San Mateo, Department of Public Works and Parks staff, are on contract to provide project lead management and staff support services for the RICAPS project.

City staff, from the following cities, have work on their climate action plans under this project: Atherton, Belmont, Colma, Cupertino, Foster City, Millbrae, Portola Valley, Redwood City, San Mateo, South San Francisco and Woodside. The underlined cities have delivered draft CAPs by and of CY 2012 as a result of this CWA.

b. Overall Goals:

The first goal of the project is to complete a suite of documents, spreadsheets, and other “tools”, and technical support, to enable cities in their efforts to complete CEQA compliant Climate Action Plans (CAPs), and to do so in such a way as to also institutionalize the CAP into city operations.

A second goal has been to “test” the suite of tools by completing five city CAPs and one regional CAP for transportation (TCAP)

A third goal (C/CAG’s) in this ongoing project, and which is not a deliverable for the scope of this CWA, is for every city in San Mateo County to complete a CAP by the end of calendar year 2013. RICAPS’ elements as they are further evolved and updated, will support this final goal.

c. Expectations:

The expectation of all parties to this CWA is that a “model”, integrated suite of tools to standardize and simplify the development of CAPs for local governments as a region, be developed and implemented. The final outcome being the suite of tools and a set of CEQA compliant CAPs developed from the same.

d. Funding Mechanisms:

The funding and sources for this project are as follows:

| Funding Source | Amount |
|--------------------------|---------------|
| PG&E – Green Communities | \$125,000 |
| C/CAG – Matching Funds | \$125,000 |

The contract value for this CWA is \$125,000

e. Participants Served:

The project served Santa Clara and San Mateo County cities.

II. **Program Activities.**

The following Gantt chart shows the timeline and deliverables for this project, tied to the CWA scope of work.

The lower section of the chart shows how previous funding from the BAAQMD tied to the overall project . The BAAQMD funding provided the development of the CAP template document and a portion of the cost for developing the CAP measures.

PG&E CWA# 2500458103

* Reports are required at the end of every task completed, along with invoicing to PG&E for completed work.

| | |
|------------------|--------|
| Total CWA Amount | \$125K |
|------------------|--------|

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| | | |
|--------------------|--|-------|
| Total BAAQMD Grant | | \$50K |
|--------------------|--|-------|

** delivered August 31, 2010

III. **Program Accomplishments.**

One of the most significant accomplishments of this project is the collaboration on climate action planning that this project has created among cities in San Mateo and Santa Clara counties.

In order to facilitate work on CAPs throughout CY 2012, staff provided a monthly working group for city staff to both learn about the process of climate action planning and to actually work on their CAPs. We invited speakers as outside collaborators, such as: the Governor's Office of Planning and Research staff, staff from cities that have already completed their CAP that are now in the implementation and reporting phase, and staff from PG&E with expertise energy GHG emission reduction strategies.

Another accomplishment is "spin-off" collaboration between cities with similar ratios of residential to commercial. For example, some of the cities in San Mateo County, such as Woodside, Atherton and Portola Valley, are meeting to develop specific measures to reduce GHG emissions in their CAPs, specifically for large homes.

Below are a few sentences about specific, measurable outcomes/accomplishments:

- During the course of this CWA, the project included partial staff support time from two AmeriCorps interns, who had additional duties on the San Mateo County Energy Watch, Local Government Partnership with C/CAG.
- As mentioned before, the populations served were twelve cities within the San Mateo and Santa Clara county service areas.
- The total GHG emissions reductions included in measures in the five completed CAPs by cities and the one C/CAG countywide transportation CAP (TCAP) by C/CAG under this CWA amounts to almost exactly 1,000,000 metric tons of CO₂e.

IV. **Customer Satisfaction.**

Literally, every resident, business employee, city management and staff in San Mateo and portions of Santa Clara County will ultimately be "touched" by the outcome of this CWA. The measures developed by city staff in planning their CAP will affect their residents and business employees and owners, as will the C/CAG TCAP.

From the standpoint of customer satisfaction, city staff are really the main customer of this RICAPS CWA, and we provide the following quotes:

Town of Colma:

“The County of San Mateo’s Kim Springer and Susan Wright were extremely engaged and resourceful as they led RICAPS. The KEMA staff was very patient and diligent with the support they provided to the municipal novices assigned to the development draft CAPs.”

City of Millbrae:

“We have greatly benefited from RICAPS, KEMA’s assistance and the regional effort for cities to develop climate action plans. RICAPS has given us the tools to provide a great base for our current efforts in the planning stages and for the future tracking of greenhouse gas emissions reductions. We are appreciative of the funding that has led to the success of this innovative regional project. Millbrae will be more sustainable and have a cleaner and healthier community because of this effort!”

City of Cupertino:

“Cupertino, a Santa Clara County city, is endlessly grateful to the County to its north, alongside the process’ affiliate funding partners, to be a founding member of the RICAPS (Regionally Integrated Climate Action Plan Suite) working group. Due to C/CAG’s boundless inclusivity and a robust stakeholder engagement program built to ensure agency representatives were empowered with the tools and knowledge required to effectively design and draft a 20-year community environmental strategy (not an easy feat, mind you!), our City is scheduled to complete it’s very first draft Climate Action Plan right on schedule. And we are not alone, as we join numerous other small cities and towns in San Mateo County to achieve a milestone likely unattainable, due to costs and capacity, absent this process. C/CAG’s leadership enabled this success by carefully crafting a supportive process that clearly grasped the requirements and challenges of the task at hand and the opportunities to make positive changes, while ensuring that no participant is left behind.”

Town of Portola Valley:

The Town of Portola Valley has been working on reducing its greenhouse gas emissions for several years, but until now has not had a comprehensive plan to measure and track our efforts to ensure that we are on target with our reduction goals. The RICAPS tools and technical assistance from KEMA provided invaluable assistance, especially for a municipality with a small staff and limited funding. The multi-city working group meetings ensured that we were making progress toward completing the Climate Action Plan, but also allowed us to share ideas and learn from other cities. I would recommend this process and the RICAPS tools to other cities in the region.

Town of Los Altos Hills (citizen, non-staff, stakeholder)

"Los Altos Hills has been doing annual GHG inventories since 2008, and it has always been a tedious, mostly manual process. But the new service from Hara automates much of that work, and we greatly appreciate the work of the RICAPS team to make it available in our region. Our town leaders will now have more and better data to make decisions our about our Climate Action plan as a result."

As mentioned above, close relationships were built among staff working on climate action across San Mateo and Santa Clara counties and two AmeriCorp interns provided support for this project, however, none have been hired for permanent employment at this time. Follow-up energy projects are anticipated at local governments' facilities and will be serviced under the C/CAG – PG&E Local Government Partnership, the San Mateo County Energy Watch.

We have requested ongoing funding support from PG&E, with matching funds from C/CAG to continue developing CAPs in San Mateo County, with the stated goal of all cities in San Mateo County having completed CAPs by the end of 2013. We are also intending to request further funding from the BAAQMD.

V. **Staffing Overview.**

The following Program Participants, sorted by stakeholder function, have been involved in (or attended) RICAPS meetings:

| Name | Organization | Stakeholder Function |
|-----------------|-----------------------------|---------------------------------|
| Richard Napier | C/CAG Executive Director | RICAPS Leadership |
| Kim Springer | County of San Mateo - C/CAG | RICAPS Leadership |
| Susan Wright | County of San Mateo – C/CAG | RICAPS Leadership |
| William Klein | C/CAG AmeriCorps Intern | RICAPS Staff |
| Samir Dhebar | C/CAG AmeriCorps Intern | RICAPS Staff |
| Kerynn Gianotti | PG&E | RICAPS Program Manager |
| Jillian Rich | PG&E | Climate Action Programs Manager |
| Sapna Dixit | PG&E | Community Energy Manager |
| Betty Seto | KEMA Services, Inc. | Consultant |

| | | |
|--|-----------------------|---|
| Amy Jewel | KEMA Services, Inc. | Consultant |
| Eggi Kochta | Hara Software, Inc. | SaaS Provider |
| Pablo Pastor | Hara Software, Inc. | SaaS Provider |
| Kara Gross | Joint Venture SVN | Regional Stakeholder |
| John Sztukowski | Joint Venture SVN | Regional Stakeholder |
| Michael McCormick | Governor's Office P&R | State Stakeholder Presenter |
| Brian Moura | San Carlos | State Stakeholder Presenter |
| John Hoang | C/CAG | Countywide Transportation CAP Developer |
| Andrea Maresich | Atherton | CAP Developer |
| Carlos DeMelo Jennifer Walker Julia Nelson | Belmont | CAP Developer |
| Lisa Potecorvo | Brisbane | CAP Developer |
| Joe McCluskey | Burlingame | CAP Developer |
| Lori Burns Michael Laughlin Kathleen Gallagher | Colma | CAP Developer |
| Erin Cooke Aparna Ankola Aki Honda | Cupertino | CAP Developer |
| Jesse Mynott | Daly City | CAP Developer |
| Julie Moloney | Foster City | CAP Developer |
| Ed Cooney Jack Nixon | Hillsborough | CAP Developer |
| Steve Schmidt | Los Altos Hills | CAP Developer |
| Rebecca Fotu Vanessa Marcadejas | Menlo Park | CAP Developer |
| Shelly Reider Krista Kuenhackl | Millbrae | CAP Developer |
| Brandi de Garreaux Angela Hey | Portola Valley | CAP Developer |
| Vicki Sherman | Redwood City | CAP Developer |
| Christina Gilmore | San Mateo | CAP Developer |

| | | |
|---------------|---------------------|---------------|
| Steve Carlson | South San Francisco | CAP Developer |
| Sage Schaan | Woodside | CAP Developer |

As mentioned above AmeriCorp interns that have “cycled” through as staff to C/CAG have helped to support the RICAPS project. Compensation is basically a stipend and all personnel systems are provided through the Climate Corps Bay Area program that we “subscribe” to, which is run by Strategic Energy Innovations.

VI. **Best Practices & Challenges.**

The following best practices and challenges are aligned with the major tasks of the RICAPS CWA:

Task 1: Develop Outline and Memo Describing Time Line and Deliverable Details

There are no specific best practices or challenges to share for this task.

Task 2: Develop greenhouse Gas Data Tracking Forecasting and Planning Tool

It was a wise decision to design into this CWA, going out with an RFP for a SaaS software tool that integrates all the elements required for climate action planning, including: inventory base, GHG emissions tracking, forecasting, targets, measure (or project) development, cost benefit analysis, etc.

Through it will take some additional time (probably another 6 months or so) for Hara Software to make RICAPS specific needs a bit more user friendly, the prospect of any government entity developing their own tool that will do what this SaaS can do, would be too costly and lengthy a process to consider. In fact, the State might consider such a tool. We’d be happy to share what we’ve learned.

Task 3: Develop User’s Manual for Workshops

Though consultant, KEMA Services, Inc., developed the user’s manual, C/CAG staff contributed much of the content. When developing a user’s manual, it’s important to do it with stakeholder input and to consider that, as the project or tool develops, there will be a need to update the document. Other options include leaning on help menus within the other elements of the project, especially if they are software products.

Task 4: Develop Workshop materials and Complete Two CAP Launch Workshops

This task was expanded to monthly workshops for the entire year process, creating a CAP working group to help keep the cities moving through the CAPanning process. We strongly recommend this as a strategy for this type of project, as it has a number of side benefits, which include collaboration and shared planning between jurisdictions in a region.

Task 5: Provide Technical Assistance to Cities and County on Tracking tool and CAP Template Use and Complete a Total of Six: Five Climate Action Plans for Cities and One Countywide Climate Action Plan

Providing technical assistance, at a relatively low cost, to the cities to help them along in the CAPanning process was probably the most important best practice, and it enabled the monthly working group meetings as well, as a venue to impart information, processes and to “checkup” on city progress.

All six draft CAPs have been completed, but most of these have not been vetted through high levels of city management, and so will likely undergo some changes before the CEQA and city adoption process moves forward. For that reason, most city staff are *not* comfortable releasing draft electronic copies to send along with this final report. C/CAG staff will hand carry copies of the CAPs in the first few weeks of January 2013 for PG&E staff to review in-person or identify an FTP site that will allow read only, no download. As their drafts are further vetted, city staff will provide updated copies to PG&E. In the mean time, feedback from PG&E staff on the outcomes of this CWA is welcome, especially on the draft CAPs.

Task 6: Invoicing and Reporting

There are no specific best practices or challenges to share for this task.

VII. Program Accomplishments, Recommendations & Lessons Learned.

The following are key Program Accomplishments of this RICAPS CWA:

- approximately 700M kilowatt hours analyzed by the five cities in San Mateo and Santa Clara counties,
- approximately 550M Therms analyzed by the five cities in San Mateo and Santa Clara counties,
- approximately 233K MTCO₂e, outside of transportation, targeted for reduction by the five cities in San Mateo and Santa Clara counties, and
- though no monthly workshop meeting were considered “public” meetings, the total attendee meetings for this project was approximately 300.

All documents, RICAPS documents and tools (except for the Hara Software tool) for this project are posted at http://www.smcenergywatch.com/countywide_climate_action.shtml.

Recommendations & Lessons Learned:

It is highly recommended that any effort to develop climate action plan be driven by collaborative (monthly) meetings and provided technical support. The responsibility for development of a CAP at a city level can fall on anyone, from the most technical engineer type person, to someone in charge of Human Resources, and an argument can be made that either is a good place for that responsibility to fall. Especially with the economic

challenges that local governments are having, it that it is unlikely that either, multiple staff complimentary capabilities or funding for additional consultants will be available.

Another important consideration for the future is that taking a CAPanning process from development to adoption and CEQA is a long process. Based on our experience, it can be more than two years. Therefore, it was wise to only require a completed CAP, or draft document.

A final lesson learned is that there are a number of ways to integrate a regional transportation TCAP into local city adopted CAPanning measures. No system is perfect. In fact, we are still sorting out the details for San Mateo County. However, we are close to a solution that could serve as a model for other counties. We look forward to a few meetings, early in 2013 to discuss our approach, which we have been vetting over the last few months with Michael McCormick at OPR. We believe that a countywide CAP, which includes individual city CAPs applying GHG emission reduction measures for which they can affect change, is more defensible than a CAP that includes reduction measures for regionally affected transportation.

VIII. **Conclusion**

We would like to express our appreciation to PG&E for their consideration and support as C/CAG has worked its way through developing a comprehensive set of tools for local governments to create CAPs, which we believe other counties should leverage. The project was a journey with great outcomes, not the least of which are six CAPs, but also a new kind of collaboration between cities in San Mateo and Santa Clara counties. We do not want any of the CAPs developed to “sit on the shelf”, and so we will continue our efforts through CEQA and implementation, as we bring along more cities into RICAPS.

C/CAG AGENDA REPORT

Date: January 11, 2013
To: Resource Management and Climate Protection Committee
From: Kim Springer, County Staff
Subject: Update on the San Mateo County Green Business Program
(For further information contact Kim Springer at 599-1412)

RECOMMENDATION

Receive an update on the San Mateo County Green Business Program

FISCAL IMPACT

None. The C/CAG Board previously designated one-time funding in the amount of \$45,000 to support the program. The funds are intended to be used for a one-year re-launch of the program while additional funding is sought, mainly from cities in the county.

BACKGROUND/DISCUSSION

The County of San Mateo along with Burlingame, Daly City, Redwood City, San Carlos, Millbrae and San Mateo officially launched a pilot phase of the Bay Area Green Business Certification Program in April 2007. The pilot was based on the existing ABAG Bay Area Green Business Program and San Mateo County was the last county in the region to join the program. The San Mateo County pilot included certification in the following commercial sectors: Restaurant/Cafe, Auto Service Shop, Hotel/Motel, and Office/Retail. After a successful six-month pilot, the program was offered to cities countywide on an opt-in basis and some new cities, such as South San Francisco, did join.

The Green Business Program addresses some mandatory and some voluntary initiatives in four evaluation areas: energy, water, solid waste and pollution prevention. Though the program was well-received by city staff, due to funding issues (described below), the program wound down and ended in July 2011.

At the end of CY 2010, RecycleWorks had a significant change in its funding source, which is tied to tons of waste disposed at Ox mountain Landfill. The new funding source may only be used for AB 939 (solid waste) related programs. Because only 25% of the SMC Green Business Program is AB 939 fee eligible (the solid waste/recycling portion), a long term funding source must be secured to address the remaining 75% of the program (pollution prevention, water conservation and energy efficiency) for the program to continue. RecycleWorks, (the County) continues to seek additional funding partners for the program.

County staff updated the CMEQ Committee on November 26, 2012, presenting its desire to solicit \$5,000 annually from each city in San Mateo County to support an ongoing program once

the one-time funding from C/CAG of \$45,000 is expected to run out in early 2014. The request was intended to come in the form of a letter to the city managers. A similar update was presented approximately one year earlier, October 2011. C/CAG staff believed that, though not every city in San Mateo County has a large business base, that the program benefits all the residents in San Mateo County, and so suggested that each city provide the same amount of funding.

Members of the CMEW committee continued the Green Business item at that meeting, requesting that staff come back with responses to the following:

- Additional feedback from city managers
- Proposal scaling the cost per city by number of businesses
- Statistics of number of businesses certified and enrolled per city
- Description of how other counties fund their Green Business programs

In the meantime, the County has continued to move into the contracting process with vendor, Ecology Action, to administer the day-to-day operations of the Green Business Program. The contract will be for the proposed \$60,000 budget for one year, and will be administered by the County.

The County has also continued work on a fee structure for the voluntary Green Business Certification, to be charged to participating businesses. An update on the program, a proposed fee structure and other documents will be presented at the meeting for direction from the committee.

ATTACHMENT

None